

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-180 **Issue Date:** 10-05-15 **Closing Date:** 10-09-15

Administrative Assistant
Department of Revenue
Tribal Administration
Hourly Wage: \$14.56/Regular/Full-Time

Assemble orders and prepare goods for shipment recording shipment data, charges, and space availability. Receive and unpack materials and supplies, reports damages and discrepancies for accounting, reimbursement and record-keeping purposes. Complete shipping and receiving reports, orders for invoicing and maintains order log per vendor. Responsible for input of orders and completion of invoicing. Make copies of all documentation and submit to Yakama Nation Department of Revenue. Work closely with vendors and suppliers to obtain accurate information and completes intake of payments upon delivery. Prepare receipts for deposit to Yakama Nation Central Accounting. Maintain cigarette stamp machinery and stamp all cigarette cartons. Other duties include assisting Yakama Nation Department of Revenue in completion of trailer and large vehicle inspections by verifying VIN numbers to record for issuance of license plates.

Knowledge, Skills and Abilities:

- Knowledge of YN personnel Policy Manual and tribal administrative policies and procedures, Finance Manual Law and Order Code, Drug and Alcohol Procedures Manual, Motor Vehicle Registration controls, specifically YN Law and Order Code for Licensing, permits, Gas and Cigarette Tax, and any other applicable laws, rules, or regulations.
- Knowledge of YN Cigarette policies and procedures and applicable state and federal rules and regulations.
- Knowledge of JD Edwards and governmental accounting principles, theories, concepts and terms.
- Knowledge and proficiency in computer use, specifically Microsoft Word, Excel, Power Point, Access, and ability to assist in routine maintenance of Department of Revenue database.
- Skill and ability to demonstrate logic and analytical ability to troubleshoot program needs and find solutions to properly record and document updates and services.
- Ability to work under stress and remain flexible to changes in assignments or situations, priorities and handle frequent interruptions to ensure successful development of Department of Revenue licensing, permits, taxation and regulatory controls of the Yakama Nation.
- Ability to use technology with ease, such as laptop computers, smartphones and their functions.
- Ability to prepare program related reports and communicate both orally and in writing.
- Ability to maintain and protect strict confidentiality of the Yakama Nation data in any and all pertinent respects, including but not limited to Yakama Nation laws, policies, and procedures.
- Ability to establish and maintain effective working relationships with other government officials, law enforcement, employees, agencies, businesses, general public, and maintain professional work ethic at all times.
- Ability to work both independently and in working groups to obtain the optimal level of services relating to licensing, inspections, compliance and to maintain on-going services.
- Ability to effectively communicate orally and in writing, with all levels of personnel including employees, supervisors and elected officials.
- Ability to demonstrate excellent time and attendance due to the need to properly maintain database and application processing.
- Ability to maintain budgetary limitations and ensure equipment and supplies are maintained for proper implementation by Department of Revenue.
- Ability to meet public and address problems, issues, complaints tactfully, courteously and effectively.

General Recruiting Indicators:

- Requires a high school diploma or equivalent with 2 years' experience. Has knowledge of commonly used concepts, practice, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. OR,
- Minimum of two years progressively related experience in licensing, permit or a regulatory environment.
- Additional qualifying experience will substitute for education on a year for year basis.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License, with ability to obtain a Yakama Tribal Drivers Permit.
- Ability to pass a criminal background check.
- Due to nature of work, employee shall sign and adhere to strict standards of professional ethics and protection of confidential information and shall be required to sign a Confidentiality Agreement.